

**COMMUNITIES IN SCHOOLS OF KALAMAZOO**  
**POSITION DESCRIPTION**  
**Think Summer! Site Coordinator**

**Position Title:** Site Coordinator Summer 21<sup>st</sup> Century Community Learning Centers (CCLC) Program

**Reports to:** Director of Elementary Sites, Director of Secondary Sites

**Exempt Position:** Yes

**Supervisory Position:** Summer VISTA Associates, Summer Program Staff

**POSITION SUMMARY**

The Think Summer! Site Coordinator (SC) is responsible for implementing the Communities In Schools Integrated Student Services (ISS) model within the Think Summer 21<sup>st</sup> CCLC Program and assures that community resources that are recruited for the program are connected to the students who need them to improve their academic achievement, school attendance, and behavior. The SC is the internal bridge builder within the program, making connections between students and resources, parents and resources, teachers and providers, etc. The SC provides competent leadership for integrating the site's academic and extended day strategies that result in optimal impact on school-wide and individual student outcomes. The SC works with the entire CIS team, school personnel, parents, and community provider organizations to implement ISS model through the CIS Summer ISS 21<sup>st</sup> CCLC Program.

**DUTIES AND RESPONSIBILITIES**

- Possesses a thorough understanding of the ISS model and maintains a high level of fidelity to model standards.
- Possesses a thorough understanding of the Youth Program Quality Standards (YPQ) and ensures the high fidelity implementation and evaluation of these standards.
- Ensures that the Summer ISS 21<sup>st</sup> CCLC Program is implemented and that the work of the Summer Program Staff is focused on the needs and best practices identified in the plan.
- Identifies professional development needs of Summer Program staff. Works with appropriate CIS Directors to develop and implement effective professional development strategies to improve program quality and student outcomes.
- Provides day-to-day functional guidance and direction for Summer VISTA Associates and Summer Program Staff who are working with students.
- Orients and coordinates scheduling of providers and volunteers within the program; ensures that all providers and volunteers understand the policies and procedures of the site.
- Oversees the effective and responsible use of facilities and other resources and equipment. Oversees transportation and food services for regular program and field trips or events.
- Ensures that CIS Summer ISS 21<sup>st</sup> CCLC Program program is in compliance with all childcare licensing regulations and requirements, and oversees licensing renewals at assigned site
- Coordinates inventory of all supplies at the beginning and end of the program and files hard copy in onsite files and a copy in the CIS office files
- Effectively facilitates and or coordinates the effective assessment of individual student needs to ensure that appropriate resources are provided in order to build assets or address barriers to their succeeding in school. Coordinates resources for students during the summer including their ongoing monitoring and adjusting.
- Establishes and maintains productive and effective working relationships with all members of the CIS partnership, including school personnel, health care, mental health, higher education resources, service organizations and staff, business, parents, and other resources. Assures that all members develop and maintain a positive understanding of how the ISS model works and how they can be contributing members of the collaboration. Actively promotes awareness of CIS Kalamazoo with parents and with VISTA Associates and Program Staff.

- Utilizes the designated data collection and reporting system for Level II student services and ensures timely completion and submission of all reports. Assures that all VISTA Associates, Program Staff, volunteers and community service providers understand and regularly utilize sign-in and time-logging procedures at the building as part of tracking and reporting service hours and students served.
- Maintains the confidentiality of all CIS and site-related information and exhibits professional and ethical judgment in managing delicate or confidential situations. This applies to written and verbal information, and all means of conveying information including face-to-face, mail, electronic mail, faxes, telephone or any other means of communication.
- **QUALIFIED & INTERESTED CANDIDATES MUST SUBMIT A LETTER OF INTEREST AND A CURRENT RESUME BEFORE 5:00 P.M. Tuesday, April 7, 2015 to:**  
[dkievit@ciskalamazoo.org](mailto:dkievit@ciskalamazoo.org)